



## **Employee Portal Guide**

A guide for Employees using  
The GT Independence Portal



Welcome to the GT Independence Portal!

We believe that every person deserves to live the life of their choosing regardless of age or ability. We understand that being a caregiver is a difficult and demanding job and that as a caregiver you provide a service that greatly improves the life of the person you care for.

In our effort to better serve you as a caregiver we have developed the GT Independence Web Portal to provide easy access to paystubs, documents and other resources.

This packet contains information detailing the capabilities of the portal and provides instructions on using the various functions of your account.

Thank you for your continued support of GT Independence.

Sincerely,

Adam Kujacznski  
Marketing Manager  
GT Independence



## Accessing the Portal

### Account Registration:

1. Visit portal.gtindependence.com using a web browser such as Google Chrome or Safari.
2. Click Register a New Account.
3. Enter your user information into the respective fields. *Your Account ID can be found on the coded timesheet provided to you.*
4. Create a username and password that you will remember.
5. After registering, you will receive an email from GT Independence with the subject line "GT Independence Portal Account Verification."
6. Click the Verify Email Address link provided in the email to verify your account and be taken to the portal.

### Account Registration View

**Register**

Account Type  
Employee ▼

Account ID\*

Date of Birth\*  
MM/DD/YYYY

SSN (Last 4 digits)\*

---

Username\*

Email\*

Password\*

Confirm Password\*

### Logging In:

1. Visit portal.gtindependence.com using a web browser such as Google Chrome or Safari.
2. Enter the Username and Password chosen during registration.
3. Check the box agreeing to the Portal Terms and Conditions of use.
4. Click Login.

### Forgot Username or Password:

1. Click Forgot Username or Password?
2. Fill in correct field for forgotten information.
3. After pressing Recover, you will receive an email from GT Independence containing your username or instructions to reset your password.
4. Click the link provided in the email to login or to reset your password and login.

#### Forgot Username or Password View

#### Recover Account

##### Forgot Password?

Enter in your account username to be emailed password recovery instructions.

Username

##### Forgot Username?

Enter in your account email address to be emailed username information.

Email

## Account Dashboard:

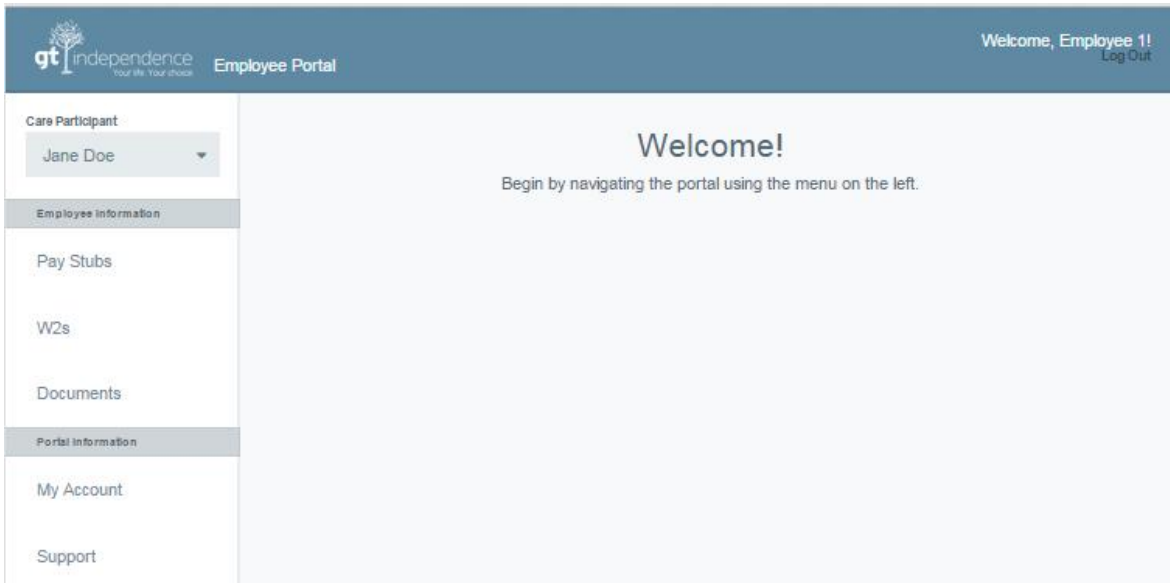
Once you have logged in you will be taken to the welcome screen showing your account dashboard. From this page you will be able to navigate throughout the portal.

### **Choose your employer's name from the care participant dropdown in order to populate your dashboard.**

The navigation items displayed on the left hand side of the screen allow you to access the following areas.

1. **Pay Stubs** – View all checks and view and print detailed pay stubs.
2. **W2s** – View your W2s for available years.
3. **Documents** – Access and download common program forms and documents.
4. **My Account** – View and change account and login information.
5. **Support** – Request support or send a message to a GT Independence customer service associate.

### Dashboard View



The screenshot shows the Employee Portal interface. At the top left is the GT Independence logo and the text "Employee Portal". At the top right, it says "Welcome, Employee 1!" with a "Log Out" link. On the left side, there is a navigation menu with the following items: "Care Participant" (with a dropdown menu showing "Jane Doe"), "Employee Information" (with sub-items: "Pay Stubs", "W2s", "Documents"), "Portal Information" (with sub-items: "My Account", "Support"). The main content area on the right displays a large "Welcome!" message and a smaller instruction: "Begin by navigating the portal using the menu on the left."



## Pay Stubs:

To view your detailed pay stubs simply follow these steps:

1. Select the beginning and end dates you would like to search through.
2. Click the Go button.
3. All checks issued during the date range selected will appear. To view a detailed pay stub, click the eye icon to the right of the screen under Actions.
4. To print a copy of the detailed pay stub simply click the printer icon in the top right of the screen.

### Pay Stubs View

gt independence Your life. Your choice.		Employee Portal		Welcome, Employee 1! Log Out								
Care Participant Jane Doe		Pay Stub for 03/27/2015				Print						
Employee Information		Employee ID	Employee Name	Date	Social Sec. No.	Start Per.	End Per.					
<b>Pay Stubs</b>		11	Adam Doe	03/27/2015	XXX-XX-8986	03/01/2015	03/15/2015					
W2s		Pay		Taxes		Deductions		Benefits				
Documents		CODE	RATE	HOURS	AMOUNT	CODE	WITHHELD	YTD	AMOUNT	YTD	AMOUNT	YTD
Portal Information		S5125U	\$11.40	10	\$114.00	FICA	\$8.72	\$52.33	\$0.00	\$0.00	\$3.73	\$34.50
My Account						Med.	\$1.65	\$9.92			GROSS YTD	NET YTD
Support						S.S	\$7.07	\$42.41			\$684.00	\$631.67
						FIT	\$0.00	\$0.00			NET PAY	
						State	\$0.00	\$0.00			\$105.28	



**W2s:**

To view available W2s simply click on the W2 tab:

*W2s are not available until January of the following year.*

W2s View

The screenshot shows the Employee Portal interface. At the top left is the GT Independence logo with the tagline 'Your life. Your choice.' and the text 'Employee Portal'. At the top right, it says 'Welcome, Employee 1!' with a 'Log Out' link. On the left side, there is a navigation menu with the following items: 'Care Participant' (with a dropdown menu showing 'Jane Doe'), 'Employee Information', 'Pay Stubs', 'W2s' (which is highlighted with a yellow bar), 'Documents', 'Portal Information', 'My Account', and 'Support'. The main content area is titled 'W2s' and contains the message: '2015 W2s are not yet available.'



### Documents:

To download a document and view its content, simply click the download icon to the right of the screen under Actions.

### Timesheets:

You can now download your coded timesheet through your portal account. Simply click on the download icon next to the timesheet and the file will automatically include your Employee ID and Assignment ID.

### Documents View

The screenshot shows the 'Employee Portal' interface. At the top, there is a navigation bar with the 'gt independence' logo on the left, 'Employee Portal' in the center, and 'Welcome, Employee 1!' with a 'Log Out' link on the right. Below the navigation bar is a sidebar menu on the left with categories: 'Care Participant' (Jane Doe), 'Employee Information' (Pay Stubs, W2s, Documents, Portal Information), and 'Support' (My Account). The main content area is divided into two sections. The top section is titled 'Documents' and contains a table with the following data:

Document Name	Actions
Preferred Payment Method Form	Download icon
Employment Application	Download icon
Criminal Background Check Consent Form	Download icon
Status Change Form	Download icon
Timesheet Submission Guidelines	Download icon

The bottom section is titled 'Timesheets' and contains a table with the following data:

Document Name	Actions
Demo Timesheet	Download icon
Mileage Report	Download icon

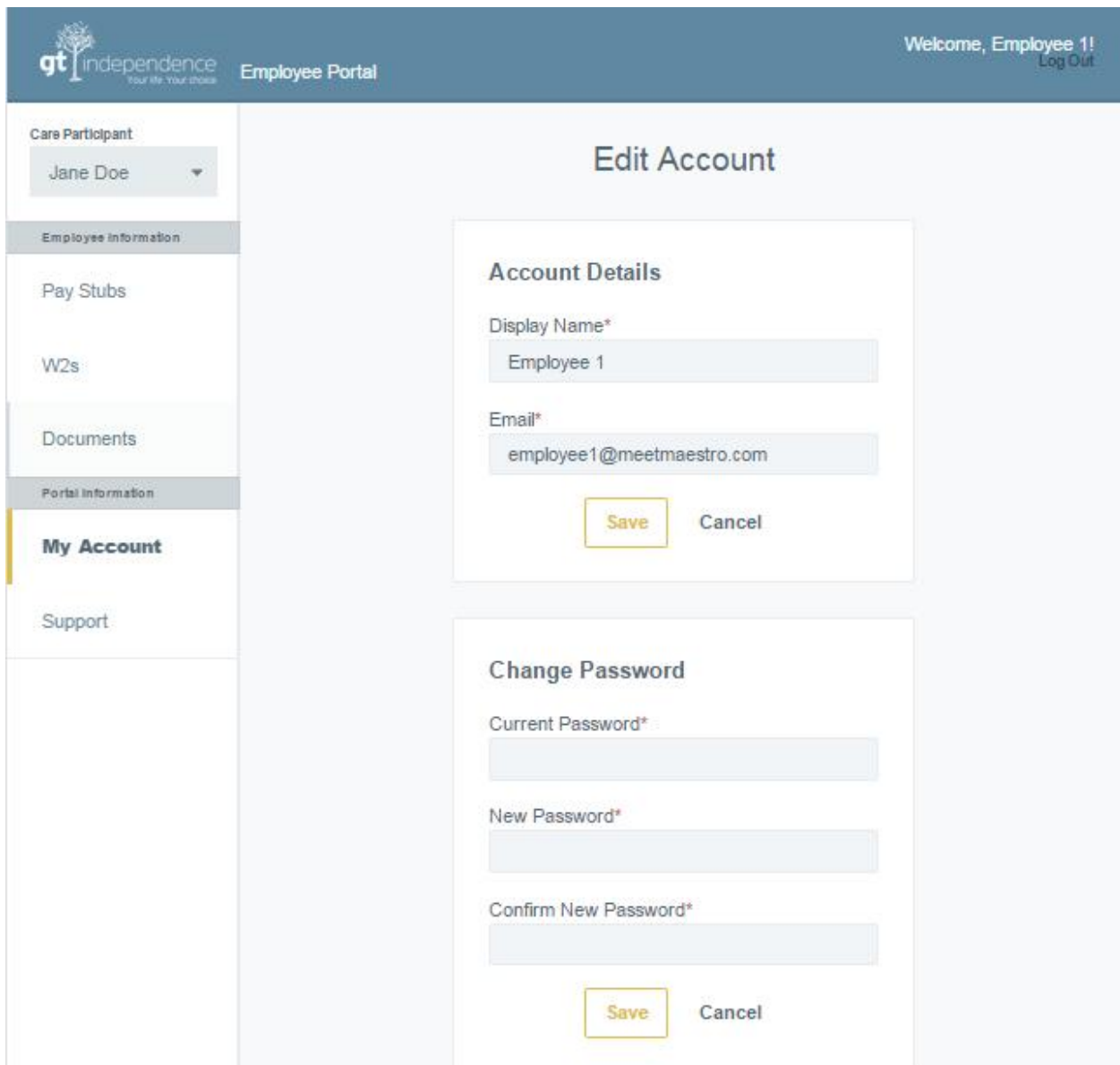


## My Account:

To make changes to your account information simply follow these steps:

1. Make the desired changes to your account information by filling in the fields.
2. Press the appropriate Save button in order for the changes to go into effect.

### My Account View

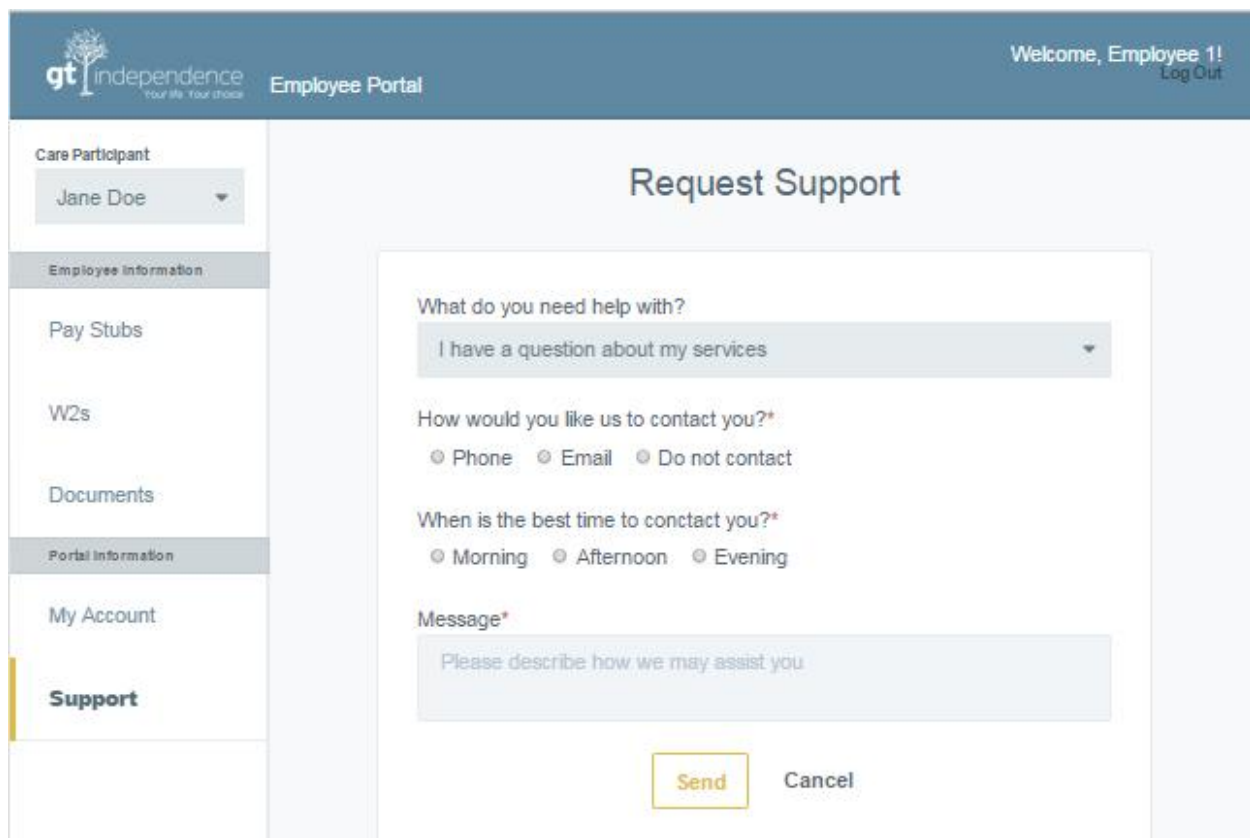


The screenshot shows the 'Edit Account' page in the Employee Portal. The page has a dark blue header with the 'gt independence' logo on the left, 'Employee Portal' in the center, and 'Welcome, Employee 1! Log Out' on the right. A left sidebar contains navigation links: 'Care Participant' (Jane Doe), 'Employee Information', 'Pay Stubs', 'W2s', 'Documents', 'Portal Information', 'My Account' (highlighted), and 'Support'. The main content area is titled 'Edit Account' and contains two sections: 'Account Details' and 'Change Password'. The 'Account Details' section has input fields for 'Display Name\*' (Employee 1) and 'Email\*' (employee1@meetmaestro.com), with 'Save' and 'Cancel' buttons below. The 'Change Password' section has input fields for 'Current Password\*', 'New Password\*', and 'Confirm New Password\*', with 'Save' and 'Cancel' buttons below.

**Support:**

To request support or send a message to a customer service associate simply follow these steps:

1. Select the type of help you require.
2. Select your preferred contact information.
3. Type a question or message explaining the support requested.
4. Click the Send button.

*Support View*

The screenshot shows the 'Request Support' form in the Employee Portal. The header includes the 'gt independence' logo, 'Employee Portal', and a welcome message 'Welcome, Employee 1!' with a 'Log Out' link. The left sidebar contains navigation options: 'Care Participant' (Jane Doe), 'Employee Information' (Pay Stubs, W2s, Documents), 'Portal Information' (My Account), and 'Support' (highlighted). The main form area is titled 'Request Support' and contains the following fields:

- 'What do you need help with?' dropdown menu with the selected option 'I have a question about my services'.
- 'How would you like us to contact you?\*' with radio buttons for 'Phone', 'Email', and 'Do not contact'.
- 'When is the best time to contact you?\*' with radio buttons for 'Morning', 'Afternoon', and 'Evening'.
- 'Message\*' text area with the placeholder text 'Please describe how we may assist you'.
- 'Send' button (highlighted in yellow) and 'Cancel' button.

**Logging Out:**

In order to log out, simply press the Log Out button found in the upper right corner of the screen under your display name.